

**REQUEST FOR
PROPOSAL & QUALIFICATIONS**

PROJECT MANAGEMENT SERVICES

299 Chelsea Ave

Historic Restoration of "The Brick Church"



**Submission Deadline:
December 4, 2024**

Jordan McKenzie,

Director of Community Building and Economic Opportunity

jordan.mckenzie@cramemphis.org

I. GENERAL INFORMATION

The City of Memphis and Shelby County Community Redevelopment Agency (CRA) has issued a Request for Proposal and Qualifications (RFPQ) seeking proposals from interested and a qualified project management professional to manage the restoration of Hattiloo Community Theatre and the renovation of the historic landmark “The Brick Church” at 299 Chelsea Ave, Memphis, TN 38107 on behalf of the CRA.

The term “**Respondent**” shall reference the individual, company, or firm responding to this solicitation with submission of a proposal and statement of qualifications. The term “**Firm**” shall reference either an individual or a company offering professional services pertinent to this solicitation. The term “**Proposal Packet**” shall reference the entirety of a submission from a respondent including cover letter, narrative, proposal, forms, and attachments. The term “**Contract**” and/or “**Agreement**” may be used interchangeably in this document as reference to a Service Contract or Professional Services Agreement with the CRA that will be awarded to the successful respondent. The term “**Project**” shall reference the renovation and construction of the Hattiloo Community Theatre at the historic landmark “The Brick Church” 299 Chelsea Ave, Memphis, TN 38107.

Future Use

The building is to be renovated into a performing arts space, Hattiloo Community Theatre ([see construction drawings](#)).

Planning/Permitting Status

ASPR: 95% complete for Civil, Site, and Landscape Design.

Construction Summary

The scope of work for construction includes converting an existing two-story church into a community theater and workshop facility. Sitework will include new sidewalks, landscaping and parking on an adjoining lot for a total of forty-two cars and secured fence parking for three vans. The ground floor of the church will house the building entrances and workshops while the existing sanctuary on the second floor will serve as the new 56-seat theater complete with stage, new restroom and backstage dressing rooms. The facility will have all new mechanical electrical, plumbing, and fire protection systems plus an elevator located within the existing bell tower footprint to provide accessible access to the second floor. Exterior renovation work will include new windows, repair of the existing plaster facade and the installation of a new standing seam metal roof over the sanctuary and a new single-ply TPO roof over the low-slope roof structure located at the back of the church.

Agency Background

The CRA is a joint City of Memphis (City) and Shelby County (County) entity authorized under the provisions of the State of Tennessee “Community Redevelopment Act of 1998”. The Memphis City Council and Shelby County Board of Commissioners by joint resolution and ordinance established the CRA along with its Bylaws, and Board of Directors in 2001. The CRA has all the necessary powers to plan, finance, and implement redevelopment activities for the City and County. The agency was established for the purpose of improving the quality of life through the removal of blight and provision of affordable housing within the City and County.

SEE PAGE 11 FOR ADDITIONAL PROJECT INFORMATION



History

299 Chelsea Avenue in Memphis, Tennessee, has a multifaceted history that dates back to the Civil War era and reflects the evolving social, religious, and cultural fabric of the city. During the Civil War, the area around North Memphis, including Chelsea Avenue, played a strategic role due to its proximity to the Mississippi River and transportation routes. Memphis itself was a significant battleground in the Western Theater of the Civil War, and the church was occupied by Union forces in 1862, even being used as hospital and stable for General Grant's infantry. Following the war, the region saw rapid development, and North Memphis grew into a thriving industrial and residential district.

Before the Civil War, the Third Presbyterian Church was established at 299 Chelsea Avenue, serving as a religious and community center for a white congregation. Third Presbyterian was part of a broader wave of Protestant church-building that marked the post-Civil War expansion in Memphis. As the neighborhood demographics evolved in the 20th century, many residents moved to other parts of the city, leading to a decline in the church's congregation. This shift paved the way for a change in ownership, and eventually, the property became the home of Mount Olive Cathedral C.M.E. Church, a significant African American congregation. Mount Olive Cathedral became a spiritual and cultural hub for the African American community in North Memphis, hosting worship services, community gatherings, and civil rights activities during a time when the church played a pivotal role in social justice movements.

Later, the building was also associated with Centennial Baptist Church, reflecting another chapter in its religious history. Like its predecessors, Centennial Baptist Church contributed to the spiritual life of the neighborhood, continuing the legacy of religious service and community involvement at 299 Chelsea Avenue. The site's journey from a Presbyterian church to an African American Methodist Episcopal church and then a Baptist congregation illustrates the broader social and cultural transitions in Memphis, highlighting shifts in population, racial integration, and the central role of churches in supporting the community.

II. REQUESTED SCOPE OF SERVICES

Purpose

To select the most qualified and cost-efficient proposal for award of a professional services agreement for oversight and management of the historic restoration of The Brick Church at 299 Chelsea for the Hattiloo Community Theatre.

Scope of Work

- **Kickoff & Project Management**

- Evaluate project parameters, objectives, budget
- Prepare an updated Opinion of Probable Construction Cost (OPCC)
- Strategize and divide construction into phases based on timeline, order of operations, and budget
- Identify additional information and data as needed

- **Procurement Oversight**

- Familiarize with CRA purchasing policies and procedures
- Revise outdated construction project manual
- Prepare invitation to bid, conduct informational pre-bid meeting(s), and present bids for CRA review and selection

- **Owner's Representative**

- Manage project team of Design Professionals & General Contractor to get project through permitting and construction
- Serve as contract administrator during construction, conducting site visits and reviewing payment applications

- **Historic Preservation**

- As the building is listed on the National Register of Historic Places, the firm will either provide or solicit the necessary expertise to advise, consult, and comply with all preservation requirements

- **Research Funding Sources & Assistance with Grant Application Preparation**

(Optional Scope)

- Identifying potential additional sources of funding

Particularly in the areas of historic preservation, humanities, and creative placemaking

- Developing narratives according to guidelines and responses to key information questions
- Assisting with letters of support
- Compiling relevant attachments, budgets, and spreadsheets

III. QUALIFICATION AND SUBMISSION REQUIREMENTS

Respondents are expected to review, examine and understand the Scope of Services and all instructions contained in this RFPQ. The proposal packet must be signed by the duly authorized representative of the firm. Consideration may be given to such matters as contractor integrity, record of past performance and financial and technical resources.

Submission Format

The proposal packet should be organized by the topics described below and submitted in the same order.

Content of the Proposal

- **Cover Letter**

- Identify the solicitation by its name - Project Management Services: 299 Chelsea Ave
- Letterhead and/or footer should include the respondent's name, address, email and telephone number

- **Management Summary Narrative**

- Identify the number of years in business, a brief historical summary of the firm, location of primary office, and information regarding the firm's mission or corporate philosophy
- Please provide examples of experience in providing similar professional services to governmental or non-profit entities

- **Project Team**

- Provide an organizational chart indicating the staff involved in this project, their title, and their anticipated role
- Indicate who will be the primary contact for the project
- Provide resumes for each staff member who will be assigned to this project, indicating their educational background, professional status, experience and duration of time with the firm

- **Proposal & Cost Estimate**

- Description of services to be performed
- Timeline and task framework for completion
- Defined pricing & billing terms (lump sum, time & materials, etc.)
- Any additional services to be provided or available

- **References**

- Provide a list of not less than two (2) references that have recent knowledge of the firm(s) past performance, quality of work, and ability to perform

- **Forms**

- Attached to this RFPQ are the following forms to be completed and included with the proposal
 - Equal Business Opportunity Program
 - Certificate of Non-Discrimination

Evaluation Criteria

CATEGORY	MAXIMUM POINTS
Capacity, skill, and project management experience	40
Historic Preservation & Construction management experience	20
Cost/Pricing	40
Total Potential Points	100

Questions from Prospective Respondents

Questions due by November 25, 2024, at 4 p.m Central Standard Time. Responses will be posted at <https://cramemphis.org/opportunities> by November 27.

All questions regarding this RFPQ should be directed to:

Jordan McKenzie, Director of Community Building and Economic Opportunity
Phone: 901-435-6992 x 220
Email: Jordan.McKenzie@cramemphis.org

Submittal

Respondents should email and/or mail a hard copy of their Proposal Packet in accordance with the instructions in this RFPQ. Responses must be received by December 4, 2024 at 4:00 PM CST to the following:

Email:

Jordan.McKenzie@cramemphis.org

Subject Line: Proposal - Project Management Services: 299 Chelsea Ave

Mail:

City of Memphis and Shelby County Community Redevelopment Agency (CRA)

ATTENTION: Jordan McKenzie

P.O. Box 70386

Memphis, TN 38107

Since all proposal packets generated by the Respondent to this RFPQ become the property of the CRA, the Respondent agrees that it will not, without written approval by the CRA, disclose publicly said records.

After the award of the contract, all information submitted as part of, or in support of, the qualifications will be available for public inspection in compliance with applicable laws.

Addendum to the Solicitation

The CRA may deem it necessary to make modifications, clarifications or changes to this solicitation. Those modifications will be made in the form of a written addendum issued by the CRA, which modifies only those items specifically discussed in the addendum and all other terms and conditions of the solicitation will remain unchanged.

FORMS

CERTIFICATE OF NONDISCRIMINATION

As Proposer, Respondent, Firm, Consultant, Subconsultant, Contractor, or Subcontractor on Community Redevelopment Agency Service Provider Contract,

Community Redevelopment Agency - Project Management Services: 299 Chelsea Ave

The undersigned states that it does not discriminate against any subconsultant, subcontractor, employee, or applicant for employment on the grounds of race, color, national origin or sex and, if awarded a contract for this project, agrees in performance of work:

1. Not to discriminate against any subcontractor, employee, or applicant for employment on the grounds of race, color, national original or sex;
2. To maintain payrolls of employees and subcontractors employed on this contract until five (5) years after final release and final payment by the Community Redevelopment Agency;
3. To require a similar certificate to be executed by each subcontractor at the time a subcontract is executed under the contract with the requirement that such subcontractor agrees to require a similar certificate of requirement on any lower tiers of subcontracts.
4. To conform with federal law, state statutes, executive orders, and local ordinances identified and listed under Section XI "Non-Discrimination" of the Service Provider Agreement.

Name of Firm

Date

Signature

Printed or Typed Name and Title

EQUAL BUSINESS OPPORTUNITY PROGRAM

This contract will be subject to the requirements of the City of Memphis and Shelby County Community Redevelopment Agency's Equal Business Opportunity ("EBO") Program. The intent of the EBO Program is to increase the participation of minority and women owned business enterprises ("M/WBE") and locally owned small businesses ("LOSB") in the CRA's purchasing activities. Toward achieving this objective, the M/WBE participation goal for solicitations is 40% combined for MBE and WBE participation and 10% LOSB participation.

PROJECT TITLE:

Community Redevelopment Agency - Project Management Services: 299 Chelsea Ave

NAME OF PROPOSER/FIRM/COMPANY

If the proposer is a certified firm, indicate here with a check mark. The proposer must provide certification documents.

MBE WBE SBE/LOSB

*If the proposer is not a certified firm but intends to utilize subconsultants that are MWSBE, please list that information below.

SUBCONSULTANT	M/ W/ SBE OR LOSB	ROLE OR SERVICE

ATTACHMENTS


PROJECT RESOURCES

Hattiloo Theater

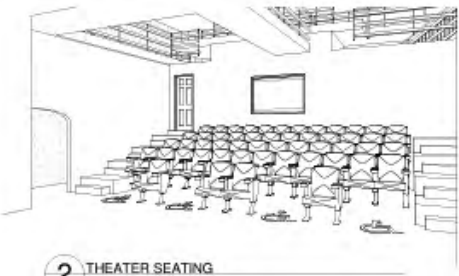
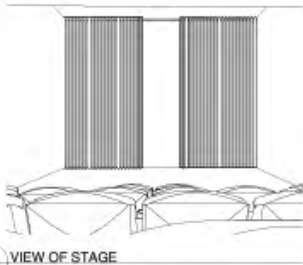
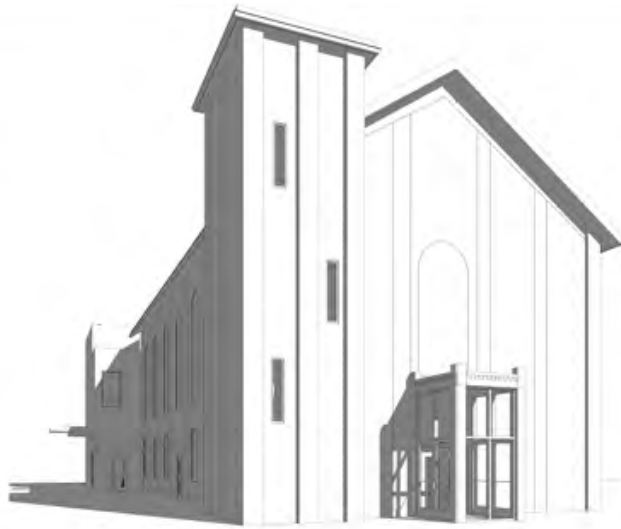

299 Chelsea Avenue
Memphis, TN 38107

SCOPE OF WORK

VICINITY MAP



AERIAL VIEW



C. A. Smith, Architects
Architectural Investigation & Design
Memphis, Tennessee 38102
Memphis, Tennessee 38102
Phone: 901.528.1232

Hattiloo Theater
299 Chelsea Avenue, Memphis, TN 38107
COVER SHEET

A-000

- Project Manual (DRAFT)
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:b23f2574-0fde-4175-a366-c2fbd35d5378>
- Construction Drawings
<https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:f4322898-7b5f-40e6-afd0-f9b12cb4bd9c>
- Summary of ACM/LBP Removal
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:95128d91-d1b7-4a8c-b281-cfef9ecc0a68>
- Greenlaw Historic District Contributing Structure
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:2844a237-37da-4aa6-b152-e5b59d810024>
- Historic Religious Resources of Memphis
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:f4ae95c6-9481-4d52-b60c-7af94e237c40>

Click on the titles to view/download the pdf.